

# SalamanderLive Quick Reference

September 12, 2016

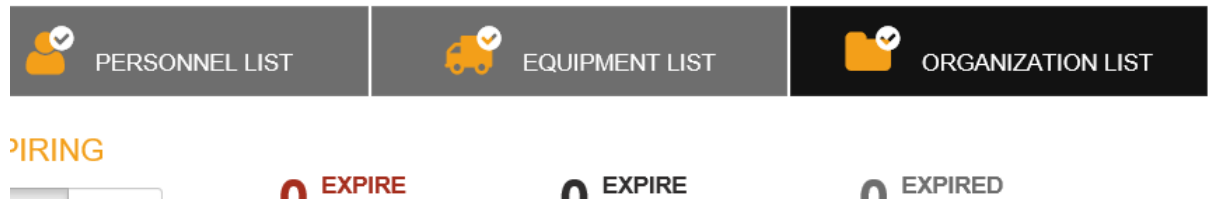


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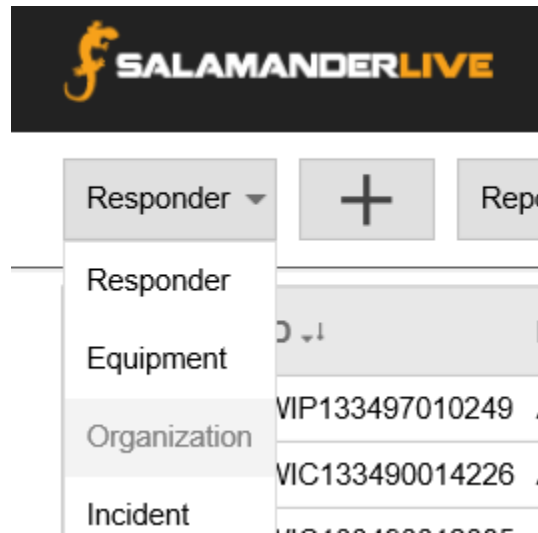
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## Adding a new organization in SalamanderLive

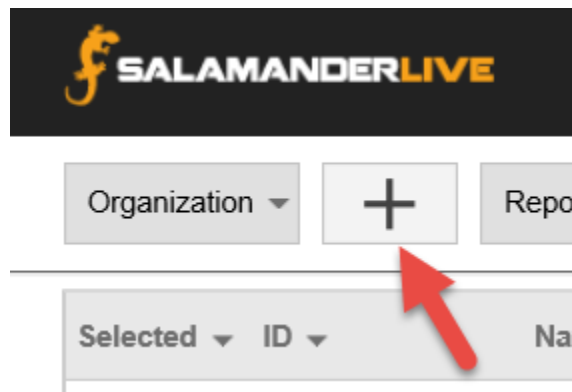
- a. From the SalamanderLive dashboard, select “Organization List”




- i. (Alternately, you can select “Organization” from the drop-down menu in the upper left-hand corner if already inside another selection screen.)

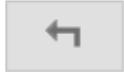



- b. From the organization selection screen, click the “+” button in the upper left-hand corner.



- c. Complete every field under the “Organization” tab – even those the software does not mark as “Required.”



Organization

Address

Phone

Note

Signature

Name

Acme County EM

Identity Code

WIE333ACME00000

x

Type

Emergency Management Agency

▼

Country

United States

▼

State

Wisconsin

▼

Parent Organization

WI Emergency Management

Timezone

(UTC-06:00) Central Time (US & Canada)

▼

File

name

Please

- i. Organization Names have a 50-character maximum.
- ii. Identity Codes should always follow the template as outlined in the WI-CAMS Policy. The software will alert the end user when an Identity Code exceeds 15 characters.
- iii. When creating new subordinate organizations, sponsoring agents should list their organization (not WI Emergency Management) as the parent.
- iv. “Timezone” must also be assigned as it determines how assets associated with this organization are time-stamped in the software.

- d. To upload a seal for your organization, click the “Browse...” button on the “Organization” tab.


Signature

✓

✓

✓

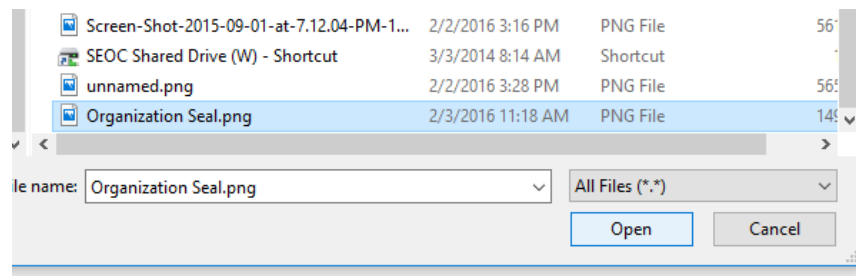
nada) ✓



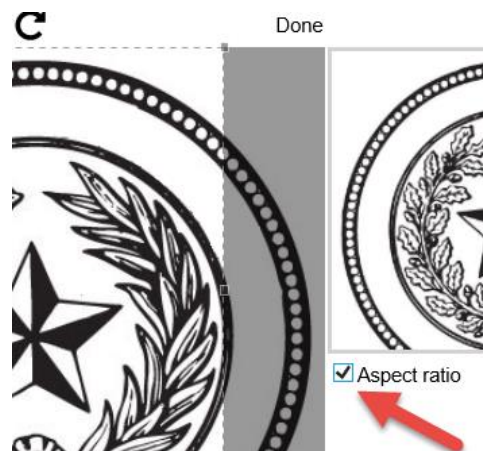
Filename:

Please note: Files greater than 4 MBytes will be ignored.

- e. Locate your desired image and select “Open.”



- f. Once SalamanderLive has uploaded the image, click “Edit” and select the “Aspect ratio” checkbox.






- g. Verify that your image will match the desired dimensions by dragging the bottom-right corner to the fullest extent of the editing space.



- i. Images may be rotated by clicking the circular arrow and any changes can be undone by clicking “Cancel” above the editing space. A preview window next to the software’s editing space displays how the final image will render during the print process.



- h. When you are finished, select “Done” above the editing space and then click the save icon in the upper left-hand corner.

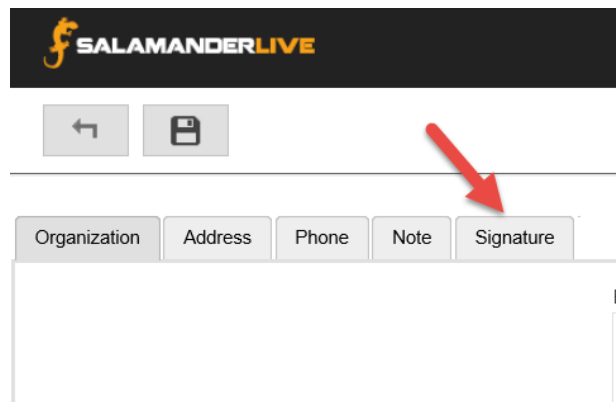
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Organization	Address	Phone	Note	Signature

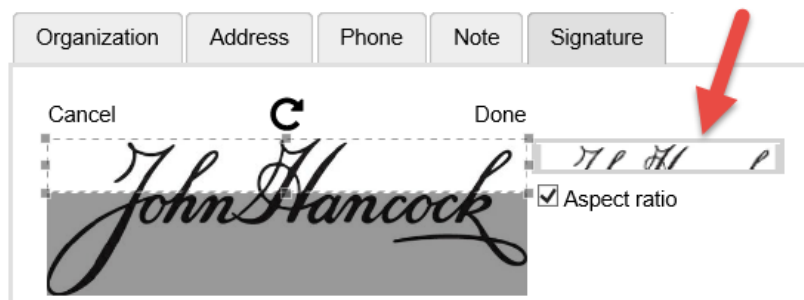
## Adding a digital signature to an organization

Note: If printing IDs with a digital signature, a particular file must be configured in your Design Files folder. Please contact Mission Support at Wisconsin Emergency Management to do so.

- a. Open your desired organization from the organization selection screen (See: 1.b) and select the “Signature” tab.



- i. Note: A separate “Signature” tab exists inside each responder’s entry as well. Do not assign a signature to this field as it will not render during the print process.
- b. Repeat steps 1.d through 1.h to upload, edit, and save a digital signature to your organization.
  - ii. “Aspect ratio” must also be checked as it ensures the scanned signature will fit correctly on a printed card. A preview window next to the software’s editing space displays how the final signature will render during the print process.

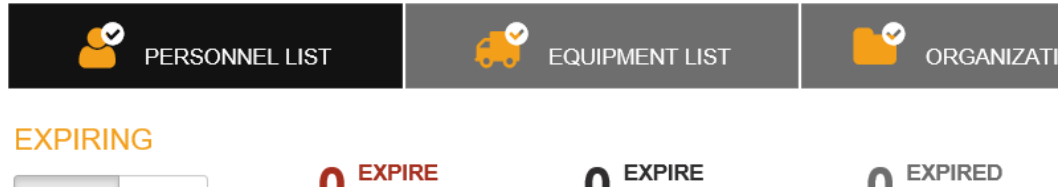


- iii. If your image does not match these dimensions, you will need to alter its aspect ratio. This can be accomplished with most rudimentary image editing or paint software.

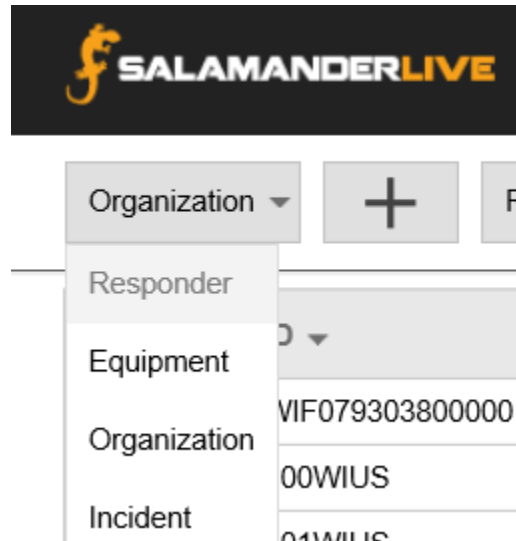


## Creating a new responder in SalamanderLive

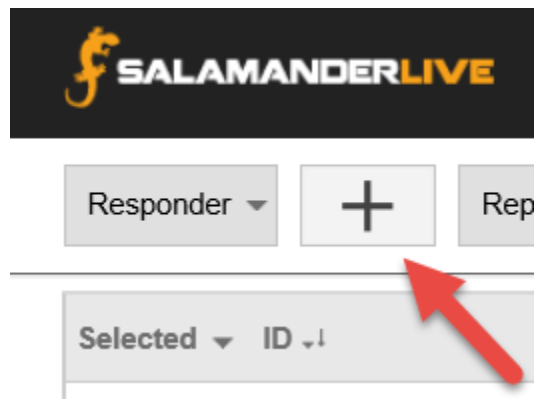
- a. From the SalamanderLive dashboard, select “Personnel List”



- iv. (Alternately, you can select “Responder” from the drop-down menu in the upper left-hand corner if already inside another selection screen.)




- b. From the responder selection screen, click the “+” button in the upper left-hand corner.



- c. Complete every “Required” field marked in red under the “Person” tab.

Person	Private	Medical	Qualifications	Note	Signature
Prefix	<input type="text"/>				
Last Name	<input type="text"/>				Required
First Name	<input type="text"/>				Required
Middle Initial	<input type="text"/>				
Suffix	<input type="text"/>				
ID	<input type="text"/>				Required
Birth Date	<input type="text"/>				
Organization	<input type="text"/>				This field is required.
Title	<input type="text"/>				
Status	Active ▼				
Hire Date	<input type="text"/>				
Termination Date	<input type="text"/>				
Issue Date	<input type="text"/>				
Expire Date	<input type="text"/>				
Copies Printed	0				
Standard Rate	<input type="text" value="(999.99)"/>				
Stand-by Rate	<input type="text" value="(999.99)"/>				
Overtime Rate	<input type="text" value="(999.99)"/>				
Other Rate	<input type="text" value="(999.99)"/>				

- v. The degree to which you fill out non-required fields will depend on the extent of your agency’s needs.
- vi. Note: Neither the image editing space nor the save icon will be available until you have assigned a pre-existing Organization to your new responder.

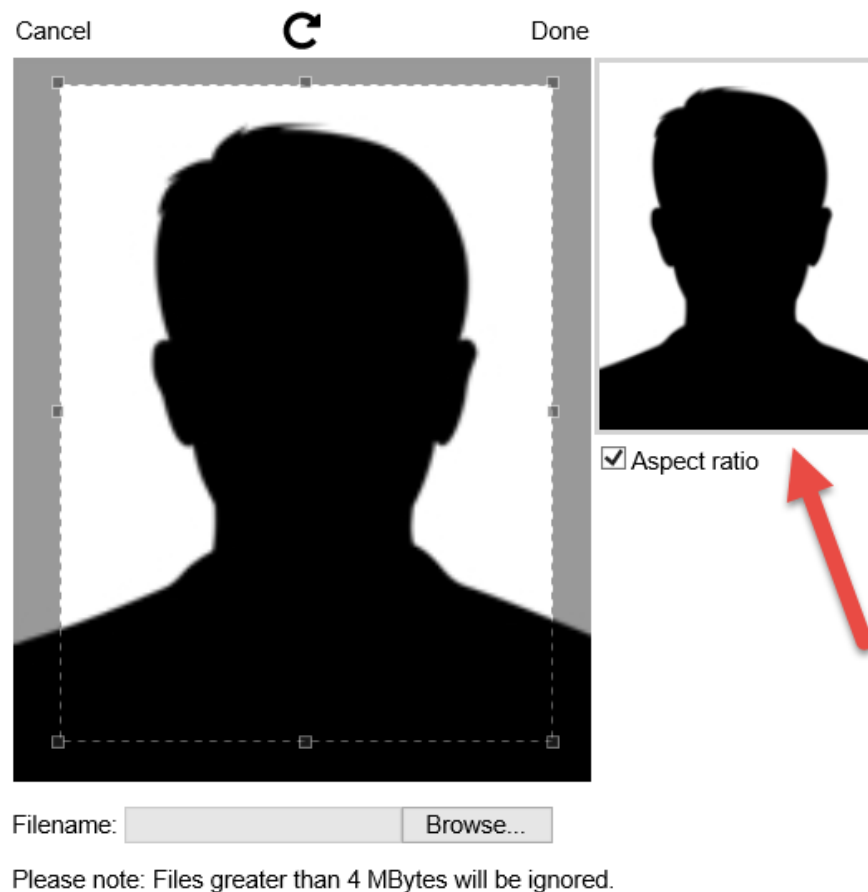


Person	Private	Medical	Qualifications	Note	Signature
Prefix	<input type="text"/>				
Last Name	Doe				
First Name	Joseph				
Middle Initial	<input type="text"/>				
Suffix	<input type="text"/>				
ID	WIE333ACME00001				
Birth Date	<input type="text"/>				
Organization	<input type="text"/>				This field is required.
Title	<input type="text"/>				
Status	Active ▼				
Hire Date	<input type="text"/>				

- d. If you wish to add a responder's height, click the "Medical" tab.
- vii. Select "inches" from the dropdown menu.
- viii. Enter height as if you were listing it in feet + inches, just without spaces. (e.g. enter 6 ft as "60," 5 ft 11 as "511.")
  1. Note: In the software, it will appear as if you are entering total inches, but the card will register the difference.

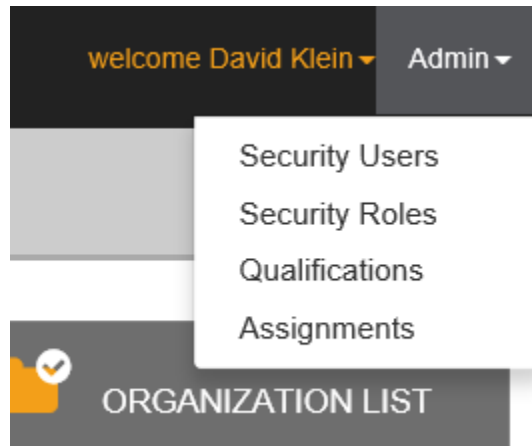
Person	Private	Medical	Qualifications	Note	Signature
Gender	Unknown				Physi
Blood Pressure	0 / 0				Physician Pt
Resting Pulse	0				Insur
Respirations	0				Poli
BloodType	Unknown				Medicat
Organ Donor	<input type="checkbox"/>				Aller
Hair Color	Unknown				Emergency Cont
Eye Color	Unknown				
Height	511				
Weight	0				
Medical History					
Detailed History					
Religion					

- e. Repeat steps 1.d through 1.h to upload, edit, and save an image to your responder entry.
- ix. Please use common sense when selecting responder images. The subject should be facing forward with facial features clearly visible. Most state-issued driver licenses make for a sufficient reference.
- x. “Aspect ratio” must also be checked as it ensures the scanned image will fit correctly on a printed card. A preview window next to the software’s editing space displays how the final photo will render during the print process.

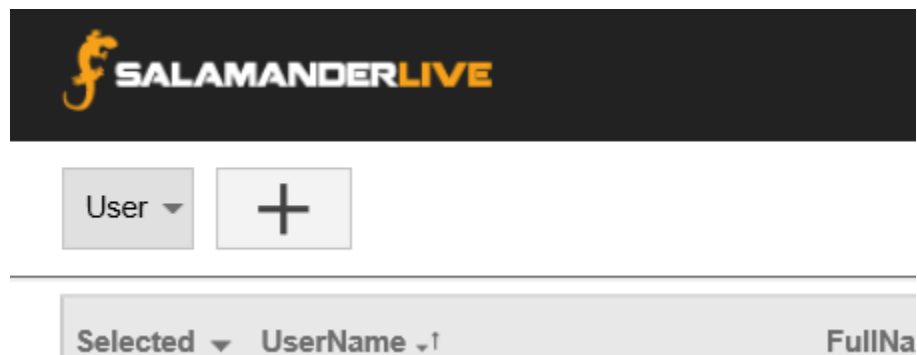


## Creating a new user in SalamanderLive

- a. Click the “Admin” menu and select “Security Users”



- b. From the user selection screen, click the “+” button in the upper left-hand corner



- c. Complete every field in the “User Profile” section, making sure that the User Name and E-Mail Address fields are 1) identical and 2) belong to a single individual.
- xi. Note: Passwords can be temporarily set to any combination of characters, however if they do not contain a letter, a number and a special character, that user will be prompted to change his/her password upon first logging in.
1. End users also have the ability to reset their own passwords.
- xii. Note: Although it is possible, a User Profile does not need to be linked to an existing Responder Record in WI-CAMS.

## USER PROFILE

**\*User Name**

☒ **New Password**


**\*Password**

**\*Full Name**

**\*E-Mail Address**

**\*Organization**

**Time Zone**

**Linked Responder Record**

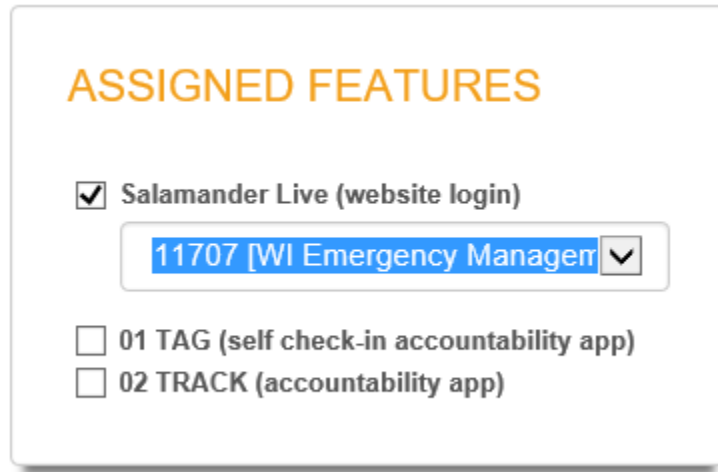
Jane Doe [1234]  
Wisconsin DNR  
[WIS550WDNR00000]

☐ **Disabled**

- d. Select which system features you wish to be associated with this account under “Assigned Features.” (The “Assigned Features” section will not appear unless an account has already been associated with an Organization in its “User Profile.”)

xiii. Checking “Salamander Live” allows for access to the software’s web application for data entry.

1. Note: The assigned feature for SalamanderLive should always read “WI Emergency Management” as this is WEM’s subscription.



**ASSIGNED FEATURES**

☒ **Salamander Live (website login)**

11707 [WI Emergency Manager] ▼

☐ **01 TAG (self check-in accountability app)**

☐ **02 TRACK (accountability app)**

xiv. Checking “01 TAG” issues a token for the 01 TAG app to that user profile. Currently, WEM does not use this feature.

- xv. Checking “02 TRACK” issues a token for the 02 TRACK app to that user profile. 02 TRACK reproduces scanning and accountability features for WI-CAMS on iOS and Android devices.

1. SalamanderLive will assign a time stamp and number next to the corresponding device that a user has logged into the TRACK app with.

### ASSIGNED FEATURES

☒ Salamander Live (website login)


11707 [WI Emergency Manager ▼]

☐ 01 TAG (self check-in accountability app)

☒ 02 TRACK (accountability app)

11707 [WI Emergency Manager ▼]

Device: 2016-01-27T16:16:42.854Z X



2. To remove a device, click the red “x” next to that device number.

### ASSIGNED FEATURES

☒ Salamander Live (website login)


11707 [WI Emergency Manager ▼]

☐ 01 TAG (self check-in accountability app)

☒ 02 TRACK (accountability app)

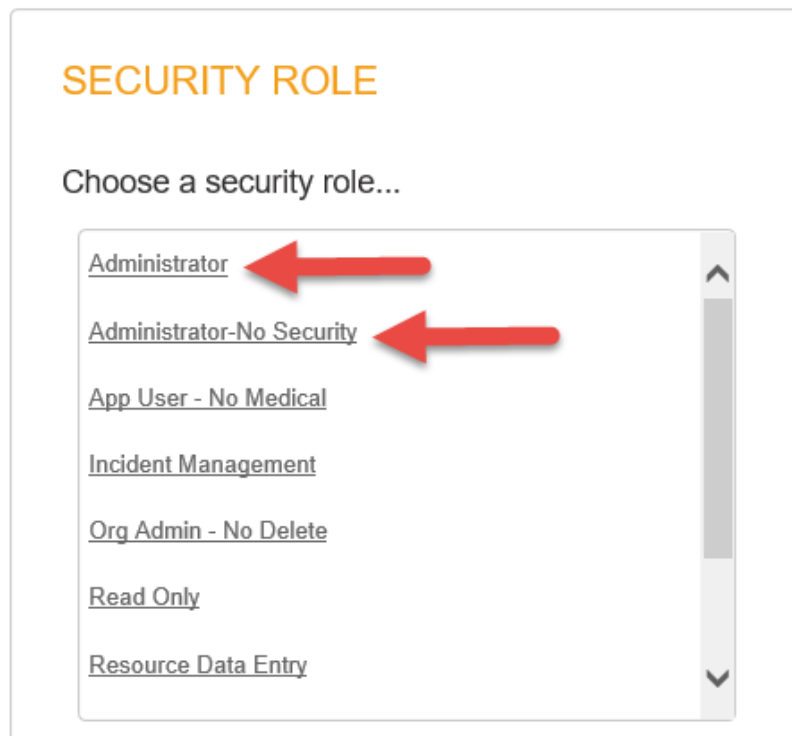
11707 [WI Emergency Manager ▼]

Device: 2016-01-27T16:16:42.854Z X





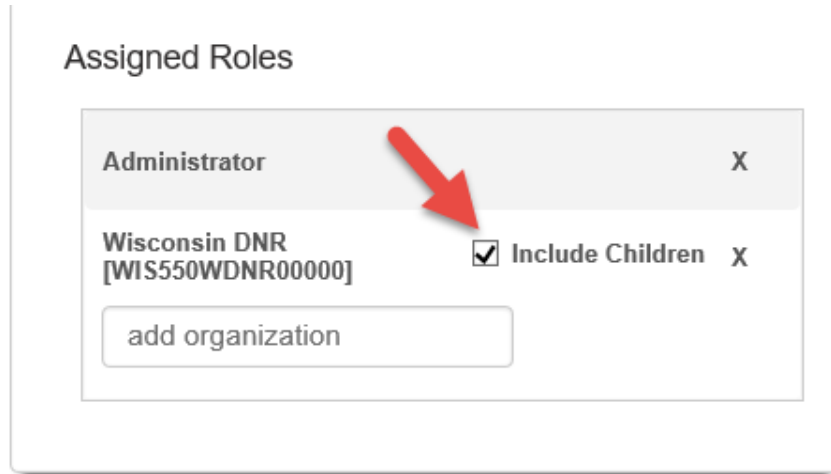
- xvi. WEM's subscription allows for a limited number of users to concurrently use these features. In the event of an emergency incident or exercise, the 02 TRACK feature may be temporarily issued to a user's account. You may not issue a WEM TRACK feature to your account without contacting a system administrator.
- e. Choose a security role/s for the end user's access to the web application (See: d.i)
- xvii. You will likely either assign a user an "Administrator" or "Administrator-No Security" role.



1. "Administrator-No Security" allows an end user to create new organizations and responders associated with whichever organization you assign to that role.
2. In addition to creating new organizations and responders, the "Administrator" role allows an end user to create new user accounts relative to whichever organization you assign that role to.

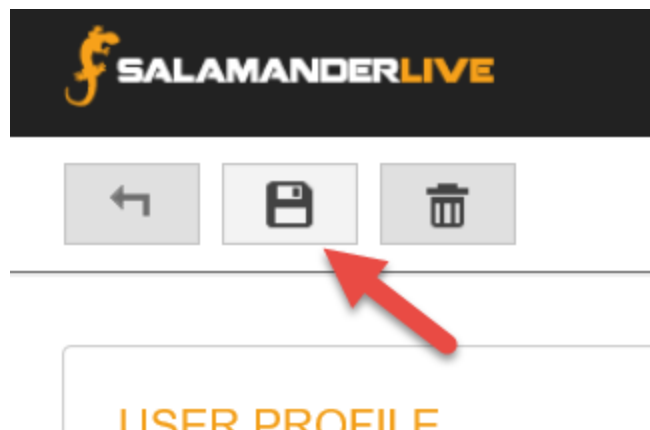
(e.g. An Administrator with the WI Department of Natural Resources could create additional user accounts with access to the WI Department of Natural Resources.)

- xviii. For each separate security role you identify, a separate space will appear for you to assign an organization/s.
- xix. You may also check the “Include Children” box.



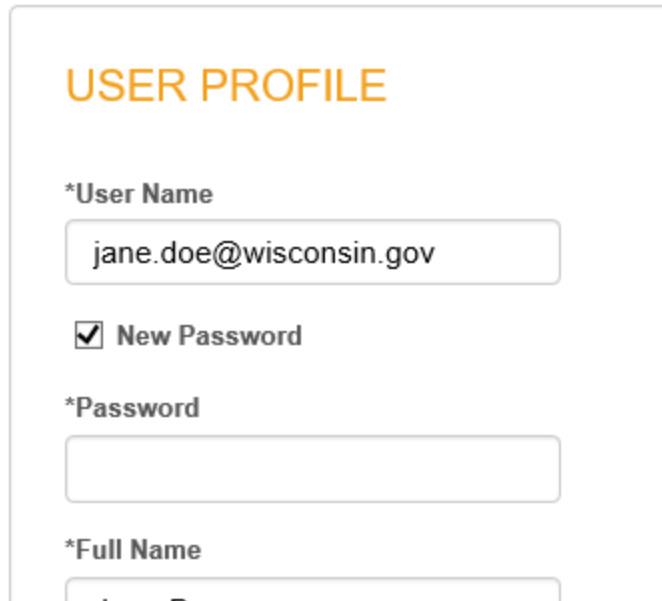
(e.g. Under this configuration, an Administrator with the WI Department of Natural Resources could create additional user accounts with access to the WI Department of Natural Resources and/or any subordinate organizations that may exist under WI Department of Natural Resources.)

- f. When finished, click the save icon in the upper left-hand corner.



## Resetting the password of an existing user's account

- a. Select that account from the user selection screen (See: 1.b)
- b. Under the "User Name" field, check the "New Password" checkbox.



The screenshot shows a form titled "USER PROFILE" in orange text. Below the title, there are three fields: "\*User Name" with the value "jane.doe@wisconsin.gov", "\*Password" (empty), and "\*Full Name" (empty). A checkbox labeled "New Password" is checked.

- c. Type in your new password and click the save icon in the upper left-hand corner.

